

**Minutes of the Greysouthen Village Hall
Annual General Meeting
Wednesday 15 July 2020 at 7.30pm on Zoom**

1. Welcome

Jen McCulloch took the chair and welcomed 9 people to the meeting. It was disappointing that there had been no other interested responses to the open invitation to join us on zoom, placed on village noticeboards and on our website and facebook pages. For the record, this AGM was delayed due to the Covid19 lockdown from 23 March 2020, in the hope that we might be able to hold it face to face. Given that restrictions are still in place, we followed guidance from ACT to hold this by zoom, which has become a common medium for our meetings as well as other village activities.

2. Present: Jen McCulloch (chair), Adrian Sims (Vice Chair and Bookings), John Inman (treasurer), Jane Inman (secretary), Roger James, Gwyn Lloyd, Howard McCulloch, Ben Davies-McChesney, Janette Pollitt, Robin Lovegrove

Apologies: Gabrielle Hutchinson

3. Approval of the minutes of the last AGM of 9 April 2019

Minutes were approved and accepted as a true record with one amendment under item 7: It was confirmed that Roger James was co-opted onto the committee.

4. Matters Arising

- Website development and launch- thanks to Ben's hardwork this has been very successful and has latterly been an essential tool to support communication about C19 response activities.
- On- line calendar- thanks to Adrian for helping to set this up and keep it updated

5. Chair's report and Powerpoint Presentation - Jen McCulloch

This has been a great year for the Village Hall in many ways.

I must thank all the committee members and the representatives of user groups for their continued support of the Hall. You have given considerable time and individual efforts throughout the year and in a variety of ways to ensure the hall continues to be a well-managed and welcoming place for events and user groups. Together you all do an excellent job and make the chair's life much easier than it might be.

Many policies and essential documents must be in place to ensure the village hall follows its governance and the requirements of external agencies. Many of these have had to be written from scratch so I must thank those who have been involved in the production of these.
(Gwynn, Jane, John, Howard)

Special thanks must go to Jane for her hard work for overseeing and updating many of these ensuring they comply with the requirements. At the same time thanks must be given for collating all the documents to help us as we work towards Hallmark Status

Hallmark reminder

(Hallmark is a quality standard scheme for the management of community buildings/village halls. The scheme has three elements – each lasting 3 years;

Hallmark 1 assesses whether the hall is complying with the requirements of its charitable status

Hallmark 2 assesses compliance with legislative issues

Hallmark 3 examines the role of the hall in community and how it interacts with its users and the wider community

Benefits of Hallmark

Participation in the Hallmark Scheme is entirely voluntary and is beneficial to halls in many ways including:

- providing funders and other interested organisations, with a benchmark for a well-managed hall
- gives village hall volunteers and users confidence that the hall is being managed effectively
- some insurance companies will offer discounted insurance for halls which have achieved Hallmark

Extended thanks must also go to Roger for his continued work to maintain and improve the fabric of the village hall, so it remains a clean and pleasant environment for all our user groups and fundraising events.

Financially the hall has benefitted considerably from the work carried out by John in terms of producing detailed past and present accounts alongside looking into our expenditure on utilities.

Thanks to other groups to include the Parish Council for their contributions to Hall funds, Parties, Village Show, and Covid demands. Furthermore, thanks must be noted for the grants received from CCF.

User group Support

We have continued support prior to Covid 19 from our user groups and it is pleasing to acknowledge the support from new groups like the African Drumming, Cycling, Film Festival etc We hope they will return to the Hall when Government Guidance is much clearer and it is safe to do so.

Kitchen Upgrade.

Over 100 volunteer hours have been put into the renovation of the Kitchen; special thanks to Roger, Henry, Gwyn and Ken for all their time. It is almost complete and has seen great use throughout lockdown as chef Alec has used it to prepare the Village Take Away service. The facilities it has will hopefully allow us to achieve a greater hire potential in the future.

Fundraising

There have been many events through-out the year to raise funds for the hall and special thanks must go to Ben for allowing Leonora to shave his hair, the Village show, New year's Eve party and Christmas programme all helped to increase the use of the hall alongside bringing people together.

Covid 19

The recent lockdown saw Greysouthen residents rise to the challenge and Volunteer to help whenever possible. The Hall became the focal point of the Food Hub, Take Away, Shop etc special thanks to John who was really the driving force behind this, alongside other volunteers who helped along the way.

6. Treasurer' report and Annual Accounts – John Inman

Accounts for the Financial Year 2019-20 upto 30 April 2020.

Total Gross income (YTD) £ 23,186 including:

- £ 3,635 Sellafeld grant to purchase the cooker & Hood
- £ 1,000 Greysouthen PC Revenue Grant
- £ 1,250 CCFoundation NET Grant Covid Support Project
- £ 150 Greysouthen PC Grant for Covid Support Project
- £10,000 UK Gov Business Rates Grant (offset Covid19)
- £ 244 Donations from Leonara shaving Ben's Hair
- £ 460 Historical donations from Virtual Pub

This total is below the Charity Commission threshold of £25,000, above which all Charity Accounts must be independently examined, and a fully certified copy of accounts must be filed along with an Annual Trustee Report. The annual update is to be submitted to the Charity Commission by end February 2021.

Total Expenditure (YTD) £12,070

giving excess income in the year of £ 11,116, largely due to receipt of Grants related to Covid19 effects and our project for Covid19 community support. The improvement expenditure this year exceeded the FY2019-20 improvement income, having received £3,500 grant in the previous year FY2018-19.

The total Improvement Grant income over the past two years is £7,135

The balance in Account (at 30 April) was £ 17,373.73

"Normal Income" £4,808

Hall Hire income	£2,676	
Revenue Grant	£1,000	(Greysouthen Parish Council)
Donations	£1,132	

"Normal Expenditure" £4,066

Utilities	£2,060	includes £200 accruals to Water Plus
Maintenance	£ 679	
Cleaning	£ 859	
Insurance/Licences	£ 468	

In the year 2019-20 "normal" operating income exceeded expenditure by £ 740

The Average Daily running cost of the Hall is about £11 per day

"Event Income" £2,377 (are not included in the above "normal income")

Village Show	£ 808	
Film Nights	£1,455	includes £500 Grant from Cine North,
Christmas and New year events	£ 114	

This is a huge improvement on previous years and is a reflection of the work by the Trustees and Management committee in improving the Village Hall, and promoting the hall to achieve greatly increased bookings and as a centre for new and successful Village fund raising events.

Impact of Covid 19

All bookings at the Hall were cancelled after 22nd March 2020.

This reduces future income to the Hall from hire charges of approx. £250 per month.

Income from Village and Community events will also be reduced as a consequence of the Covid19 restrictions. This averages at about £100 per month over the year, but outside events are mainly during the Summer months.

Currently there is no indication how long the current restrictions will remain in force, nor the timescale when Social Distancing precautions will be relaxed to the extent when Village and Community group events could resume.

An optimistic scenario assumes that the restrictions are in place for 3 months, with a reduction in the Hall Income for the FY2020/21 of about £1,000.

A most pessimistic scenario, could see all hall hire income and Village Group events limited for 2 years, resulting in a reduction of Hall Income of around £8,000 (over 2 years FY20/21 & FY21/22).

The treasurer applied for a UK Government Covid 19 Business Rates Grant on 4th April 2020, (following removal of criteria for ineligibility linked to 100% rates relief on 1st April 2020).

The Grant of £10,000 was awarded by Allerdale BC, and was credited to the GSVH account on 23rd April 2020.

The Treasurer proposes that this sum (£10,000) is held as “retained funds” to be used to buffer the economic impact of the Covid19 restrictions, and for promotion of new uses of Hall and community events, until such time that the Trustees believe that the new “normal” patterns of hall use can be established.

Covid 19 Community Support Project (C19CSP)

The Village Hall committee and Senior Citizens Social group identified and supported a project to offer support to the Community during the Covid19 restrictions. A cohort of 90 volunteers within the community offered their time, experience and skills. The volunteers’ offer included initial contact and wellbeing support, information on services offered by Allerdale BC, charities and local traders and an initial essential shopping service for those self-isolating. This was then extended to offering packs of essential food items, and provision of a “Food Hub” in the Village Hall.

The Committee applied for grants to support this work.

To date (30 April 2020) grants and donations to a total value of £1,644 have been received from :-

Greysouthen Parish Council	£150
Leonara shaving Ben’s hair	£244
Cumbria Community Foundation (NET Covid 19 Grant)	£1,250

At 30th April 2020, income to C19CSP totalled £1,897 which includes £253 food item sales.

Annual Accounts: Proposed Robin Lovegrove, seconded Gwyn Lloyd.

The accounts were accepted unanimously. John advised that an external examiner for the accounts had been identified who was very willing but that the lockdown had prevented progress. This will be addressed as soon as restrictions permit.

(Greysouthen Village Hall)

INCOME/EXPENDITURE for Year ending 30 April 2020

<u>Income</u>			<u>Expenditure</u>	
Hall Hire	Total	£2,676.00	Utilities	£1,860.53
GS WI		£74.00	Gas	£1,422.10
Carpet Bowls		£224.00	Elect	£340.11
Band (Use & Storage)		£190.00	Waste Water (Surface & Highway Drainage)	£98.32
Dancing		£320.00		
GS Senior Citizens		£50.00		
Various		£1,218.00		
Parish Council Mtgs		£300.00	Licence	£0.00
Elections		£300.00	Insurance	£468.80
Revenue Grant		£1,000.00	Mtce	£679.59
Other Donations		£1,132.10	Cleaning Labour cost	£859.78
Village Show		£808.81	Village Show & Events	£276.00
Film Nights (includes £500 Cine North Grant)		£1,455.80	Film Nights	£580.61
Christmas & New Year events		£114.00	Christmas & New Year events	£53.36
Virtual Pub		£460.00		
Covid 19 Support Project		£1,897.60	Covid 19 Support Project	£458.07
Capital Grants (Sellafield) + c/fwd from FY2018/19 £3,411.93 (residual balance of UU-CCF)		£3,635.00	Sellafield & UU/CCF Grant Expenditure Total applicable Grant income £ 7,046,93	£6,833.36
COVID-19 Business Rates Grant Grant from UK Gov for the Retail, Leisure & Hospitality sectors to offset the impact of Covid19 restrictions		£10,000.00		
Interest earned (CBS @ 0.1%pa)		£7.17		
	<u>Total</u>	<u>£23,186.48</u>		<u>Total</u>
				<u>£12,070.10</u>
			Excess Income	£11,116.38
Unpresented cheques from FY2018/19 Cheque 000556 dated 17 Dec 2018		£104.90	Unpresented cheques from FY2019/20	
Bank Current A/C (balance at 1 May 2019)		£6,257.35	Bank Current A/C (balance at 30 April 2020)	£17,373.73
			Accruals	
			Accrual - Water Plus	£200.00
			Retained Funds to offset impact of Covid19 restrictions	£10,000.00
Funds brought forward from FY2018/19		£6,152.45	Funds (non retained) c/f to FY2020/21	£7,173.73

7. Appointment and Election of New Committee

All existing committee members resigned but were willing to continue for a further year.

Elected members: The following were proposed by Gwyn Lloyd, seconded by Howard McCulloch: Jen McCulloch, Adrian Sims, John Inman, Jane Inman, Ben Davies-McChesney. They were elected unopposed.

Co-opted members: The following were co-opted : Roger James as Facilities Manager and Janette Pollitt as Health and Safety lead Proposed by Gwyn Lloyd, seconded by Howard McCulloch

Representative members:

The following confirmed their willingness to continue as representatives of their user groups:

Bowls : Gwyn Lloyd

Senior Social Group: Howard McCulloch

Parish Council : Robin Lovegrove

Virtual Pub: Robin Lovegrove

WI: tbc

The above members form the 2020-21 Trustees and Management Committee of the Joseph Harris Memorial Hall (Greysouthen Village Hall)

The AGM closed at 8.45pm

Committee meeting of the 2020-21 Village Hall Committee

The AGM was immediately followed by a short committee meeting of the new committee to transact essential business:

1. Election of chair:

Jen McCulloch was proposed by Jane Inman, seconded by Roger James and elected unopposed as Chair of the committee for the forthcoming year.

The remaining elected and co-opted members confirmed they will take posts as follows:

Vice Chair and Bookings: Adrian Sim

Treasurer: John Inman

Secretary: Jane Inman (but with a request that we will try to find a minutes secretary over this year)

Website and Marketing : Ben Davies-McChesney

Facilities Manager : Roger James

H&S lead: Janette Pollitt

2. **Website re-development** : Ben advised he will be working on significant updates in the near future as well as supporting Parish Council with a re-developed Gossip. Ben requires items for the Gossip. The AGM powerpoint presentation will be made available on the website **Action: BEN & ALL**

3. **Village story/history board**: Robin confirmed support from Parish Council for this as previously discussed but we will need a working group from both PC and this

committee. Initial first step to forming a working group is to invite others to participate via the Gossip. **Action: BEN/ROBIN**

4. **Annual accounts scrutiny:** John advised that an external examiner for the accounts had been identified and was very willing but that the lockdown had prevented progress. This will be addressed as soon as restrictions permit. *(Secretary's note: Mr John Knox, Eaglesfield contacted us on 17.07.20 to confirm he could now action this and the accounts are with him currently)*
5. **PPE purchase:** John advised that he has placed an order for 3 ply single use masks and hand sanitizer with a Charities Buying Group set up as a not-for-profit organisation in 2002. The masks cost 30p each. They are being purchased for use in the hall but will also be offered to residents to purchase next week. **Action: JOHN**
6. **Food Hub:** We continue to operate the 'shop' on demand and for orders and delivery. We will keep some flexible use to allow us to scale up if local lockdowns require action. At final close-down, any non-perishable items will be donated to the Foodbank as agreed as a condition of the CCF grant. Perishable items will be sold off or donated to local residents. The take-away continues to be very popular and the final one, for now, is this weekend. This will all be kept under review:
Action: JOHN and ALL
7. **Date of next Meeting:** **Wednesday 12 August 7.30pm in the Hall.** We will meet face to face to check and revise our current C19 safety protocols in the light of changing restrictions and to review further progress towards safe 'normal' opening.

The meeting closed at 9.15pm